

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 52-102
AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

29 JULY 2003

Chaplain

PROFESSIONAL DEVELOPMENT

“HOLDOVER”

“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at: <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

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AFI 52-102, 20 November 2002, is supplemented as follows:

This supplement does apply to the Air National Guard (ANG) and Air Force Reserve Command (AFRC). Maintain and dispose of records created by prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.8. Report education and training requirements annually to HQ AETC/HC no later than 31 December of each year.

1.8.1. (Added)(AETC) The wing chaplain or equivalent will establish procedures for effective human resource management (HRM) and personnel utilization in a local operating instruction (OI). Include as a minimum: mentoring program, awards and recognition program, and diversity program that promotes mutual respect, fair treatment, and equal opportunity. Send initial and revised OIs for coordination to HQ AETC/HCX via email ([AETC/HC Inbox \[aetchc@randolph.af.mil\]](mailto:aetchc@randolph.af.mil)).

1.8.1.1. (Added)(AETC) Wing chaplains and NCOICs or equivalents will develop and implement processes to ensure active participation in formal and informal awards, and recognition programs such as:

1.8.1.1.1. (Added)(AETC) Wing level quarterly and annual awards program.

1.8.1.1.2. (Added)(AETC) AETC/HC annual awards program.

1.8.1.1.3. (Added)(AETC) Reserve Officer Association (ROA) Individual Mobilization Augmentee (IMA) of the year program.

1.8.1.1.4. (Added)(AETC) Religious-Affiliated Association Awards, for example, The Witherspoon Award, which honors a chaplain who creatively uses the Bible in ministry.

1.8.1.2. (Added)(AETC). The USAF Chaplain Service Mentoring Guide replaces the 52R Career Field Education and Training Plan (CFETP). This guide represents the minimum training standard for chaplains. Wing chaplains will ensure all chaplains complete the training outlined in the USAF Chaplain Mentoring Guide prior to their application for Conditional Reserve Status (CRS). Document and maintain training in the chapel continuity file.

1.8.1.3. (Added)(AETC) Wing chaplains or equivalents will ensure chaplains are trained in all areas of chaplain service (CS) ministries, and will rotate chaplains through as many developmental areas of chaplain responsibilities as possible. This is especially critical for extended active duty (EAD) chaplains prior to application for CRS. Chaplain assistant training will follow 5R0X1 CFETP guidance.

1.8.1.4. (Added)(AETC) Wing chaplains will seek opportunities to have various base agencies brief members of their staff on pertinent issues that enhance functional understanding of these offices.

1.8.1.5. (Added)(AETC) Wing chaplains and NCOICs or equivalents will review annually IMA awards and decorations, and consider appropriate submissions. Maintain documentation in the IMA management folder, and the reserve support team (RST) program file.

1.8.1.6. (Added)(AETC) Wing chaplains and NCOICs or equivalents will review annually active duty chaplain and chaplain assistant awards and decorations, and consider appropriate submissions. Maintain documentation in the continuity file.

2.3. Wing chaplains or equivalents are responsible to identify training requirements for assigned chaplains and chaplain assistants. Where training deficiencies exist across the command, HQ AETC/HCX will develop appropriate professional mission enhancement training (MET) programs.

3. Temporary duty (TDY) or permissive TDY is authorized for attendance at retreats and faith group, denominational, or professional organization sponsored conferences.

NOTE: The following are added to Attachment 1:

References (Added)(AETC)

AFMAN 37-139, *Records Disposition Schedule*

USAF Chaplain Service Mentoring Guide

Abbreviations and Acronyms (Added)(AETC)

AETC—Air Education and Training Command

CFETP—career field education and training plan

CRS—Conditional Reserve Status

CS—chaplain service

EAD—extended active duty

HRM—human resource management

IMA—Individual Mobilization Augmentee

MET—mission enhancement training

NCOIC—noncommissioned officer in charge

OI—operating instruction

ROA—Reserve Officer Association

RST—Reserve support team

TDY—temporary duty

USAF—United States Air Force

Terms (Added)(AETC)

Denominational—A particular religious body, with a specific name, organization etc.

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